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### Brush up, expand business savvy with UM series

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## **NEWS RELEASE**

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This release is available electronically on INN (News Net.)

Sept. 24, 1999

**Contact:** Kandy Raup, Workforce Development Center, (406) 243-5617.

### **BRUSH UP, EXPAND BUSINESS SAVVY WITH UM SERIES**

#### **MISSOULA--**

Business owners, entrepreneurs and managers in the market for fresh ideas about running a business need look no further than a nine-program series starting in October in Missoula.

"Owning and Growing a Small Business in Montana," organized by The University of Montana's Workforce Development Center, will kick off with a daylong class Thursday, Oct. 7, on legal issues for the small business.

Subsequent classes will cover accounting and financial management, writing a business plan, marketing, computer technology, business writing, employee management and economic forces in Montana, including government regulations. All classes will be held at the Doubletree Hotel, 100 Madison.

Each class costs \$109 per person with a 10 percent discount for five or more classes. Fees may be paid by check or credit card.

Here is the class schedule:

- Legal Issues for the Small Business, taught by UM management Visiting Instructor Dan Cahalan, 8:30 a.m.-4:30 p.m. Thursday, Oct. 7. Topics will include sexual harassment, professional liability issues and debt collection.

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■ Accounting/Financial Management I, taught by accounting Instructor Tim Olson of UM's College of Technology, 6-10 p.m. Thursday, Oct. 14, with a continuation on Thursday, Oct. 21, from 6 to 10 p.m. Topics will include financial terms, statements, bank loans and company investments.

■ Accounting/Financial Management II, taught by Tim Olson, 6-10 p.m. Thursday, Oct. 28, with a continuation on Thursday, Nov. 4, from 6 to 10 p.m. Topics will include improving cash flow, reducing costs, preparing budgets and reports and avoiding the cash crunch.

■ Business Planning, taught by Jeff Radighieri of Missoula, 8:30 a.m.-4:30 p.m. Wednesday, Oct. 20. The class will focus on organizing and writing a successful business plan.

■ Economic Forces in the State of Montana, taught by UM management Professor Gerald Evans, 8:30 a.m.-4:30 p.m., Thursday, Oct. 21. Topics will include government regulations, economic trends and emerging issues in the business economy.

■ Marketing Your Small Business, taught by Workforce Development Center director Kandy Raup, 8:30 a.m.-4:30 p.m. Wednesday, Nov. 3. The class will teach how to research and reach a target market, explore trends in the economy, examine Montana demographics and select the best marketing tools.

■ Using Technology to Your Advantage, taught by Gerald Evans, 8:30 a.m.-4:30 p.m. Thursday, Dec. 2. The class will discuss new and future equipment and programs of value to a business.

■ Writing in the Business World, taught by UM English Instructor Carla Hinman, 8:30



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a.m.-4:30 p.m. Monday, Dec. 6. The class will focus on writing effective business letters and will cover letter formats, appropriate wording and job interviewing basics.

■ Employee Management, taught by Gerald Evans, 8:30 a.m.-4:30 p.m. Thursday, Dec. 16. Topics will include effective communication techniques, team building and employee motivation.

To register or get more information, call Kandy Raup at (406) 243-5617.

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